

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

☐ **CURRENT****Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Ecosystem Conservation Division, Water Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-038-0760-002
UNIT NAME AND LOCATION SWP Operations Modeling Unit	CLASS TITLE Environmental Program Manager 1 (Managerial)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-038-0760-002

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under the direct supervision of the Water Branch Chief, the incumbent exercises a high degree of initiative and independent judgement as the California Department of Fish and Wildlife (CDFW) data analysis and modeling lead for California Endangered Species Act (CESA) authorizations for operations of the State Water Project and Central Valley Project and associated California Environmental Quality Act (CEQA) processes. The incumbent both engages directly in, and provides leadership on, modeling and data analysis efforts focused on endangered and threatened fish species in the Central Valley and Sacramento-San Joaquin Delta. The Environmental Program Manager I (Managerial) provides leadership and direction to scientific and engineering staff within CDFW Water Branch, Conservation Engineering, and Regional offices. The incumbent regularly coordinates with State and federal agencies, stakeholders, Non-Governmental Organizations (NGOs), and within CDFW (regions, branches, and executives), to ensure modeling and data analysis efforts focused on threatened and endangered fish species inform policy needs and development and implementation of CESA permits issued for operations of the State Water Project. The incumbent demonstrates strong scientific knowledge of ecosystem processes, natural communities, adaptive management, aquatic and terrestrial species, and environmental stressors in the Bay-Delta estuary and its watershed. The incumbent may supervise staff.	
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PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40%	<b><u>ESSENTIAL FUNCTIONS:</u></b>  <b>State and Federal Water Project Permitting:</b> The incumbent provides leadership and support to a team of scientists and engineers working to 1) implement an existing incidental take permit for operations of the State Water Project, 2) assist Department of Water Resources (DWR) in the preparation and review of new incidental take permit applications for long-term operations of the State Water Project and the Delta Conveyance Project, and 3) develop permits for both projects. In parallel, the incumbent supports CDFW participation in the re-initiation of consultation on the long-term operations of the State Water Project and Central Valley Project. Following completion of incidental take permits for long-term operations of the State Water Project and Delta Conveyance Project, the incumbent will continue to engage in and lead collaborative modeling and data analysis efforts associated with each permit.  Throughout both processes, the incumbent is responsible for managing a substantial workload that involves CDFW review, and/or development, of highly complex data analyses and modeling efforts. The incumbent reviews technical information prepared by Water Branch staff, Department engineers, state and federal agency staff, environmental consultants, and stakeholders to ensure accuracy and completeness and identify policy concerns. Review times are very short and require excellent organizational skills and communication skills to resolve differences in perspectives that may arise during the coordinated review processes with other agencies, stakeholders, and NGOs.

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	<p>The incumbent attends internal and public meetings and engages with stakeholders and the public. In addition to leading staff within Water Branch, the incumbent collaborates closely with other CDFW Executives, scientific staff, engineers, and attorneys to ensure input from all relevant areas of expertise is incorporated.</p> <p><b>Lifecycle modeling:</b> Life-cycle models of threatened and endangered fish species in the Bay-Delta including Delta Smelt, Longfin Smelt, Spring-run Chinook Salmon, and Winter-run Chinook Salmon are being used, or developed, to inform management of water resources. The incumbent engages in the ongoing refinement/development of these life cycle models, and/or provides leadership to CDFW staff working with these lifecycle models.</p> <p><b>Modeling support:</b> Using comprehensive knowledge of applicable regulations governing water operations, principles of fishery biology, monitoring, data analysis, and modeling, the incumbent provides guidance and support to CDFW scientific staff conducting data analyses and modeling efforts in the Bay-Delta ecosystem and tributaries to the Bay-Delta. Guidance and support may be provided through training, one-on-one meetings, or regular technical discussion groups.</p> <p><b>Represent CDFW in collaborative science and policy forums:</b> As needed, serve as CDFW representative in high profile multi-agency and stakeholder science and policy forums including, for example, the Collaborative Adaptive Management Team (CAMT), Interagency Ecological Program (IEP), Delta Plan Interagency Implementation Committee (DPIIC), and the Sacramento River Science Partnership.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Participate in the response and development of bill analyses. Assist with strategic planning activities in the Water Branch. Maintains professional knowledge in subject areas through training, seminars, workshops, and professional societies. Performs fiscal administration duties including but not limited to tracking allotments and expenditures. Approves travel claims, signs time sheets, and approves purchases. Prepare budget change concept papers and budget change proposals. Participate in the Water Branch Senior Management Team, Water Branch Managers, and Water Branch All-staff meetings.</p> <p><b>Special Personal Characteristics:</b> Ability to act independently, with open-mindedness, flexibility, and tact. Good organizational skills, leadership, and initiative. Demonstrate ability to supervise staff, be dependable, flexible, and a problem solver. Consistently applies the best available scientific information and accurate analysis. This includes innovative solutions for difficult fisheries and wildlife management problems and new methodologies and scientific application to aid management in policy formation and implementation. Maintains productivity for completed staff work that is commensurate with that of peers for similar work products. Effectively manages time through goal setting, prioritizations, and work planning. Manages overtime in accordance with labor agreements and direction of management.</p> <p><b>Interpersonal Skills:</b> Leads by example, is professional, builds trust through honest communication and actions, strives to listen to others and understand their interests, and maintains effective working relationships with other staff, managers, members of the public, key agency personnel, stakeholders, members of the media, and elected officials. Exercises a high degree of initiative and independent judgment in working on the most difficult and sensitive salmonid issues.</p>

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	<b>WORKING CONDITIONS:</b> Must be able to conduct office work involving use of a computer keyboard for several hours a day, usually sitting but may involve walking or standing for brief periods of time. Must attend meetings and work with staff throughout the State, including some travel.	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>